

HEALTH SERVICES QUALITY IMPROVEMENT IMPLEMENTATION GUIDE

EXERCISE 5 (updated June 2006)

SUBJECT: PHARMACY AND THERAPEUTICS COMMITTEE

PURPOSE: The purpose of this QIIG is to assist clinics in maintaining a Pharmacy and Therapeutics Committee (PTC or P&T Committee).

DISCUSSION:

1. COMDTINST M6000.1.10-A-9 (CG Medical Manual) requires Coast Guard health service treatment facilities with assigned medical officers to establish a PTC which shall meet quarterly (approximately every 3 months) to make recommendations, to Chief, Health Services Division (CHSD), on matters relating to the acquisition and use of medications. Final approving authority for PTC minutes, at the clinic, shall be the CHSD. The final reviewing authority shall be MLC(k).
2. The committee is composed of, but not limited to, at least one medical officer, one dentist, the pharmacist (when available), and a representative from medical administration. The most senior medical officer (if more than one medical officer is on the committee) shall serve as the Chairman. The pharmacist, if assigned to the clinic, shall serve as the Secretary. At clinics without an assigned pharmacist, the pharmacy technician shall serve as the Secretary; the collateral duty pharmacy officer assigned to the clinic shall be consulted on all pharmacy related matters beyond the scope of the pharmacy technician's knowledge or skills.
3. Responsibilities of the committee at every meeting include the following:
 - a. Ensure the Department of Defense Basic Core Formulary (DoD BCF) is implemented at the clinic and that the clinic formulary is based on the DoD BCF;
 - b. Review requests and make recommendations for clinic formulary additions. Ensure these requests involve minimal therapeutic duplication of medications already on the clinic formulary or the DoD BCF. Requests must be supported by evidence-based medicine such as appropriate scientific articles or well-conducted studies;
 - c. Ensure medications recommended for addition or deletion at previous meetings and approved by CHSD are incorporated into the clinic formulary;
 - d. Ensure the staff is notified of clinic formulary changes and that the revised document is available to the staff;
 - e. Ensure the staff is aware of pharmaceuticals authorized for health services technicians (based on CG standardized Health Service Technician Formulary);
 - f. Examine reported medication errors ensuring Medication Error Report forms are completed with a copy forwarded to the clinics Quality Improvement Focus Group. Indicate recommended corrective action taken to minimize

repeated error and to ensure patient safety. Ensure brief summary of the error and recommended corrective action are included in the PTC minutes;

- g. Monitor pharmacy operations to ensure the highest quality of patient care, safety, and privacy is practiced with recommendations to CHSD, when necessary;
 - h. Review completed Pharmacy Watchstander Qualifications Guide and recommend for approval or disapproval;
 - i. Utilize CHCS generated reports to monitor drug utilization for appropriateness of therapy;
 - j. Conduct drug utilization reviews to ensure non-formulary requests meet the CG or DoD standard of care (e.g., documented failure with a BCF item);
 - k. Review controlled substance utilization at every meeting; and,
 - l. Review adverse reaction or product quality reports (VAERS, MedWatch, DoD Materials Management Quality Control (MMQC), FDA Drug Information, etc.) and make necessary recommendations, if warranted, for action.
4. Responsibilities of the committee, annually, include the following:
- a. Review and update clinic pharmacy policies and procedures;
 - b. Ensure the clinic formulary is current; and,
 - c. Ensure the pharmacy budget is appropriate based on the DoD BCF, clinic formulary, and prescription volume.
5. The Secretary shall prepare PTC meeting minutes for PTC committee review. Reviewed minutes, signed by the PTC Chairman, shall be submitted, in Coast Guard Standard Memo format, to the clinic CHSD for final approval and signature. Signed minutes shall be forwarded to cognizant MLC (k) Pharmacy Officer and a copy deposited in the clinic public folder. Minutes shall be retained at the clinic for at least three years.
6. Enclosure (1) provides a sample format for documenting the meeting minutes.

ACTION: Clinics shall establish and maintain a Pharmacy and Therapeutics Committee that serves the needs of the clinic. Using this QIIG for guidance, MLC (k) shall monitor compliance and review minutes of the committee as they are either deposited in the clinic public folder or received via mail by MLC (k).